



APPLICATION AND ISSUANCE OF CERTIFICATE OF AUTHORITY TO PURCHASE LEAF	
Service Description	The service involves processing of application of Field Canvassers/"viajeros" for the issuance of Certificate of Authority to purchase leaf tobacco. The Certificate is valid for one (1) trading season and is effective only within the NTA BO/province/district (If no NTA BO in the said province) where the application was filed.
Office or Division	Branch Office – Operations Division / NTA Field Office (For "Viajeros" in Visayas/Mindanao)-Authorized TPROs
Classification	Complex Transaction
Type of Transaction	G2B
Who May Avail	Field Canvassers & "Viajeros"
CHECKLIST OF REQUIREMENTS	
A. For Field Canvassers	
<ol style="list-style-type: none"> 1. Duly accomplished Application Form (NTA-RD-F-013 rev 01) (2 copies) 2. Clearance from the Branch Office (NTA-RD-F-004 rev 01), as to payment of Research and Regulation (R & R) fees, in case applicant has no Buying Station (BS) affiliation (For Renewal) (original); 3. List of contracted tobacco farmer-cooperators (NTA-RD-F-006 rev 02) under Marketing Agreement (NTA-RD-F-007 rev 02) (original); 4. Duly notarized Special Authority (NTA-RD-F-008 rev 02) issued by the contracting Buying Station, if any, or Designation Letters of Field Canvassers and the specific area/s they intend to purchase tobacco from farmer-cooperators contracted by the principal Buying Station (original); 5. One (1) photocopy of NTA Official Receipt (OR) for payment of registration fee for attendance to the annual orientation seminar on Tobacco Trading Rules and Regulations conducted by the NTA; 6. One (1) photocopy of Certificate of Attendance to Orientation Seminar on TRR conducted by NTA; 7. One (1) photocopy of Official Receipts (ORs) indicating the full payment of the required fee for Certificate of Authority (COA) and Certificate/s of Purchase (COP), respectively; 8. Copies of used Certificates of Purchase (COPs) of the preceding trading season (For Renewal); and 	<p>WHERE TO SECURE</p> <p>Branch Office (BO) or downloadable from NTA website</p> <p>Form: Branch Office (BO) or downloadable from NTA website</p> <p>Designation Letter: From the Applicant</p> <p>From the Applicant</p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
9. One (1) photocopy of preceding year's Certificate of Authority (COA)/ID (NTA-RD-F-034-A) to purchase leaf tobacco (For Renewal).			BO or downloadable fr. NTA website	
B. For "Viajeros"				
1. Duly accomplished Application Form (NTA-RD-F-013 rev 01) (2 copies)			BO or downloadable fr. NTA website	
2. One (1) photocopy of Official Receipt (OR) indicating the full payment of the required fee for Certificate of Authority to purchase leaf tobacco;			From the Applicant	
3. Clearance (NTA-RD-F-004 rev 01) from the NTA authorized TPROs deployed in their respective provinces/municipalities concerned, as to payment of R&R fees (For Renewal) (Original) and			BO or downloadable fr. NTA website	
4. One (1) photocopy of preceding year's Certificate of Authority (COA)/ID (NTA-RD-F-034-A) to purchase leaf tobacco (For Renewal).			From the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form (Operations Div-Branch Office (BO)/Outreach Office)	1.1 Receive application	None	2 minutes	<i>Spvg. TPRO / NTA-Authorized TPRO BO/Outreach Office (OO)</i>
	1.2 Determine completeness of documents	None	5 minutes	
	1.3 Issue Charge Slip	None	2 minutes	
2. Pay fees (Cashier's Office – BO/ Outreach Office)	2.1 Issue Order of Payment	Refer to Table of Fees Below	2 minutes	<i>Accountant/ NTA-Authorized TPRO BO/OO</i>
	2.2 Issue Official Receipt (OR)	None	2 minutes	<i>Cashier/ NTA-Authorized TPRO BO/OO</i>
3. Photocopy OR	3.1 Receive photocopy & verify against original	None	3 minutes	<i>Spvg. TPRO/ NTA-Authorized TPRO BO/OO</i>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Indorse application to the Central Office (CO)	None	5 minutes	<i>Branch Manager/ NTA-Authorized TPRO BO/OO</i>
	3.3 Transmit documents to the CO	None	1 day	<i>Computer Operator/ NTA-Authorized TPRO BO/OO</i>
	3.4 Receive application documents	None	2 minutes	<i>Secretary I Regulation Dept (RD)</i>
	3.5 Validate and initial application	None	3 minutes	<i>Spvg. TPRO RD</i>
	3.6 Prepare/ Print COA	None	3 minutes	<i>TPRA II RD</i>
	3.7 Verify and initial COA	None	5 minutes	<i>Chief TPRO/ DM III RD</i>
	3.8 Log out and transmit to the DAOp's Office	None	3 minutes	<i>Secretary I RD</i>
	3.9 Receive and log documents	None	2 minutes	<i>Private Secretary DAOp's Off.</i>
	3.10 Initial COA	None	2 minutes	<i>DAOp DAOp's Off.</i>
	3.11 Transmit to the Administrator's Office (AO)	None	5 minutes	<i>Private Secretary DAOp's Off.</i>
	3.12 Receive and log documents	None	2 minutes	<i>Private Secretary AO</i>
	3.13 Sign COA	None	1 hour	<i>Administrator AO</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.14 Log out and transmit to the RD	None	3 minutes	Private Secretary AO
	3.15 Transmit approved COA to the Branch/Outreach office	None	1 day ^{c/}	TPRA II RD
4. Receive License (Operations Div-BO/ Outreach Office)	4.1 Release COA to Applicant	None	2 minutes	Spvg. TPRO/ NTA-Authorized TPRO BO/OO
Total Processing Time:			2 Days, 1 Hr, 53 Mins	

^{c/} Average time applied for the conveyance/transport of the original Permit from the Central Office to the Branch Office

Table of Fees:

Type of fee:	Volume of Acceptances (kg)	Amount ^{a/} (PhP)
A. LICENSE FEES	2,000 & below	1,500.00 ^{b/}
	2,001 - 20,000	2,900.00
	20,001 – 40,000	4,300.00
	40,001 – 100,000	6,500.00
	100,001 – 250,000	8,000.00
	^{a/} per Branch Office of coverage ^{b/} applicable to new applicants	
B. CERTIFICATE OF PURCHASE (COP)		300.00/ booklet

Sample computation:

	Particulars	Amount (PhP)
Field canvasser A	License fee per area of operation: La Union: @ 120,000kg Ilocos Sur: @ 55,000kg Certificate of Purchase 5 booklets x P300.00/booklet	8,000.00 6,500.00 1,500.00
Total Fees		74,500.00